



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Management Analyst I
Posting Number	PN# 110318
Department	Houston Airport System
Division	Public Safety and Technology
Section	IAH-I.D. Badging
Reporting Location	2800 N Terminal Road *
Workdays & Hours	Varied, normally M-F *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs a variety of analytical, evaluation work for the I.D. Badging section. Assists with budget preparation. Reviews related financial documents. Analyzes call records to determine trends. Reviews and maintains electronic records for compliance. Monitors equipment usage records. Develops and maintains statistical databases and reports. Monitors and tracks specific fiscal instruments. Monitors, reconciles and plans the expenditures of various services at IAH. Maintains PRF and P-Card systems with respect to authorized and emergency expenditures. Conducts monthly audits to determine financial irregularities. Works closely with technical services division on procurement of equipment and supplies. Communicates in person, in writing and via telephone with airport users and tenants. Makes recommendations for efficiency improvements. Performs other duties and special projects as requested.

WORKING CONDITIONS

Performing these duties will involve: discretion about walking, standing, and sitting; operating city vehicles; ability to lift up to ten (10) pounds; extensive use of a video display terminal; making coordinated gross motor movements, and coordinated eye/hand movements. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor’s degree in Public Administration, Business Administration, Finance or a field related to the job.

MINIMUM EXPERIENCE REQUIREMENTS

One year of administrative and/or professional experience in accounting, budget analysis, finance, public/business administration or a field directly related to the job is required.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver’s license and compliance with city’s policy on driving (AP 2-2).

PREFERENCES

Strong computer skills with working proficiency in spreadsheets, database and word processing software, preferably Microsoft Office. Strong organizational skills with ability to analyze management problems. Ability to interact professionally with customers, employees, and personnel from other city departments.

SELECTION/SKILLS TEST REQUIRED Application review and/or interview

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 15	
\$1,086 - \$1,270.00 Biweekly	\$28,236.00 - \$33,020.00 Annually

OPENING DATE MAY 3, 2006

CLOSING DATE MAY 9, 2006

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submitted online at:
<http://agency.governmentjobs.com/houstonair/default.cfm>.
Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

An equal opportunity employer